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Graphonotes



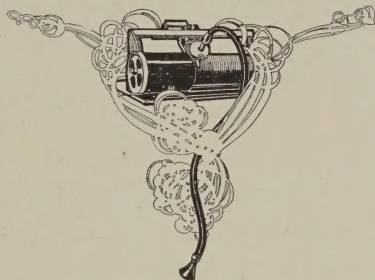
Published by the Commercial Graphophone Department
COLUMBIA PHONOGRAPH COMPANY
Tribune Building Graphophone Floor New York City

Volume Two

OCTOBER 1907

Number One

GRAPHONOTES



TESTIMONIAL
NUMBER

Published by the Commercial Graphophone Dept.
COLUMBIA PHONOGRAPH CO.
TRIBUNE BUILDING NEW YORK CITY.



HERE is nothing in all this good world of ours that so spurs a man on to the doing of his best as the sincere, "you've done well, old man," and the kindly pat on the back.

"Blessed is that man who has found his work," has written Elbert Hubbard, brother of the Graphophone Club of Time-Savers. The man who has found his work is he whose heart and soul are focussed on the things he does---the things he makes---the goods he sells.

The office of Graphonotes is always to acquaint you with the virtues of what we sell---the Commercial Graphophone---the little machine that we know to be all and more than we can ever claim for it.

This is the "work" that has made us "blessed" and each day enthusiasm is jumped to another notch by some unlooked for "well done, old man"---some kindly pat on the back---some word of commendation for the Commercial Graphophone.

We could sing the virtues of our product until the crack of doom and you *might* believe. "Self praise goes but little ways." But when others who know, who have given it the third degree

test for efficiency, tell us that we are really delivering the goods that add golden gold to their bank accounts---when bankers, merchants, manufacturers and professionals from Maine to Germany volunteer proof of our Fifty Per Cent claim, and "Tell it to the Graphophone" and we turn the message over to you just as it was written

You've simply got to believe.

This is the value of testimony.

This is the satisfying kernel to be dug from The Messages of Those who Know.

If you are a busy man, if your day is so crowded that tomorrow puts you up against the work of yesterday, you can mark it down as fact that the Post Office department is largely the cause of your being up to your neck in the struggle to get caught up.

The doctor is the Commercial Graphophone every time and to *know* the truth of this you have but to read the verdict arrived at from the actual experience of such concerns as Westinghouse, Sears Roebuck & Co., Pittsburg Safe Deposit & Trust Co., Brown, Poole & Co. and the dozen others make Graphonotes for October.



Westinghouse Electric & Manufacturing Company

ADDRESS REPLY TO THE COMPANY
PLEASE REFER TO FILE NO.
WORKS, EAST PITTSBURG, PA.

171 LA SALLE STREET,

CHICAGO, ILL. April 8, 1907.

Cruver Mfg. Co.,
446 Carroll Ave.,
Chicago.

Gentlemen:-

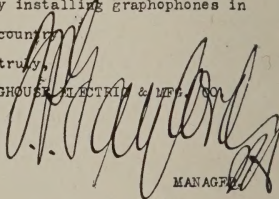
In response to yours of the 5th concerning Columbia commercial graphophones, desire to state we installed the first equipment about a year ago. The increased efficiency and satisfactory service obtained through the use of same resulted in purchase of additional equipments. At present we have eleven graphophones in service. The saving in dictators' and stenographers' time largely depends upon the nature of work. A conservative estimate would be from 25 to 50%. Our calculations show operating expense to be less than stenographers' note books, etc.

We never heard of operators becoming affected from the use of graphophones. In fact, we believe the use of same is less wearing on the nerves and besides it entirely eliminates the strain on eye sight caused by reading short hand notes.

Our factory at East Pittsburg, Pa., has several hundred equipments in use and we are gradually installing graphophones in various sales offices throughout the country.

Yours very truly,

WESTINGHOUSE ELECTRIC & MFG. CO.



MANAGER

IR-AF

The largest electric manufacturing company in the world has found that the operating expense of the Graphophone is less than the cost of note books and lead pencils. This is testimony that's a real "pat on the back."

CAPITAL STOCK FORTY MILLION (\$400000000) DOLLARS

SEARS, ROEBUCK & CO.

WE SELL EVERYTHING BY MAIL ORDER ONLY YOUR MONEY WILL BE PROMPTLY RETURNED FOR ANY GOODS NOT PERFECTLY SATISFACTORY AND WE WILL PAY FREIGHT OR EXPRESS CHARGES BOTH WAYS



OUR 40 ACRE NEW HOME - THE LARGEST MERCANTILE PLANT IN THE WORLD

BOUNDARIES KEDZIE AVE HARVARD ST CENTRAL PARK AVE AND CHICAGO TERMINAL TRANSFER R R

CABLE ADDRESS SUPPLY CHICAGO
DIRECT WIRE WITH WESTERN UNION
AND POSTAL TELEGRAPH CO'S
LONG DISTANCE PHONE WEST 2500
WITH PRIVATE EXCHANGE TO ALL DEPARTMENTS

OUR MAMMOTH CATALOGUE CONTAINS OVER
100000 ILLUSTRATIONS AND QUOTATIONS MAILED
TO ANY ADDRESS FREE ON APPLICATION. THIS BIG
BOOK NAMES THE LOWEST PRICES ON EVERYTHING
WRITE FOR IT TODAY WE CAN SAVE YOU MONEY
ON ANYTHING YOU WANT TO BUY

REFERENCE BY SPECIAL PERMISSION
FIRST NATIONAL BANK CHICAGO
CORN EXCHANGE NATL BANK CHICAGO
NATIONAL CITY BANK NEW YORK
SECOND NATIONAL BANK BOSTON

CHICAGO

Messrs. Wolf, Sayer & Heller, Inc.,
Chicago, Illinois.

Gentlemen:-

Replying to your letter of the 12th inst.,
in which you make inquiry relative to our use of the
phonograph for dictation purposes, beg to advise you that
we have our institution completely installed with the
Columbia Graphophone and the fact that our equipment
consists entirely of this machine is sufficient indication
in itself that we consider it superior to all other types
on the market.

It would be a pleasure to us to show you
our equipment at any time you call at our plant yourself,
or send some one of your representatives who is posted
on the subject.

Very truly yours,

SEARS, ROEBUCK & CO.,

Per W. H. Burnett,
General Office Mgr.

Here's where the largest mail order house in the world passes
the good word along.

MON. H. EVANS,
PRESIDENT
D. S. STEVENSON,
V. PRES. & MGR.

Incorporated
1887.

RON. DELOS P. PHELPS,
ASST. TREASURER OF THE UNITED STATES,
TREASURER
FRANK M. UTT,
SECY. GENL. ATTORNEY

Capital Stock
ONE HALF MILLION DOLLARS.

L. C. REBER,
ASST. GENL. MGR.
A. G. CROCKETT,
SUPT. OF AGENCY

SPRAGUE'S MERCANTILE AGENCY.

184 LA SALLE STREET.

Long Distance Phone 3575 Main.

CHICAGO.

The Columbia Phonograph Co.,

Tribune Building, New York.

Gentlemen:-

What do we think of the Graphophone? Well, I'll tell you: We can't get along without it; in fact no busy man who has ever used the Graphophone, will get along without it.

I can dictate in a given time twice as many letters on the Graphophone as I can to a stenographer; and the operator can transcribe from it in about the same ratio. In addition to that, it is always ready: you may dictate when you please and when you stop the machinery, your expense stops.

It is certainly the busy man's friend and enables him to do, what we are all striving to do; twice the amount of work in a given time. In addition to that, they are a great saving in stenographer hire, as my machines almost paid for themselves the first year by saving in clerk hire, and supplies necessary will not cost more than the books and pencils for stenographers.

Very truly yours,

SPRAGUE'S MERCANTILE AGENCY.

When a concern like Sprague's of Chicago "can't get along without it" the Graphophone is certainly doing its work.

THE SAFE DEPOSIT AND TRUST COMPANY
OF PITTSBURGH

EDWARD E. DUFF
VICE PRESIDENT

PITTSBURGH, PA.

PLEASE ADDRESS COMMUNICATIONS TO THE
COMPANY AND REFER TO NUMBER A-11.

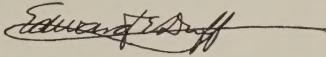
Columbia Phonograph Company,
Tribune Building, New York.

Gentlemen:-

I am in receipt of your kind letter of
24th instant and beg to assure you that it is a
pleasure to say a good word in favor of the grapho-
phone when opportunity offers. My experience with
the machine has been a very satisfactory one and I
can therefore recommend it with a clear conscience.

Wishing you continued success, I beg to
remain

Yours very truly,



It is always a pleasure to speak kindly of the thing that serves
you well. The Graphophone claims certain excellent qualities
and always makes good.



ESTABLISHED 1869.

H. J. HEINZ COMPANY

MAIN PLANT & GENERAL OFFICES, PITTSBURGH, PA.

CABLE ADDRESS.
HEINZ

NEW YORK, U.S.A.

Columbia Phonograph Co.,

Tribune Building, New York.

Gentlemen:-

After two (2) years practical experience, we take pleasure in advising you that the nine (9) commercial Graphophones which you furnished us, have been continuously in use during that period, and we consider them essential to our office equipment.

We find they economize time, and add greatly to the working capacity of our office force.

It affords us pleasure to make this favorable mention.

We remain,

Yours truly,

H. J. Heinz Co.

There are 57 varieties of Heinz products and they're all good but Heinz declares there's only *one* Graphophone worth while.

J. A. JEFFREY
President & Genl. Manager
R. GROSVENOR HUTCHINS
Vice President

ROBERT H. JEFFREY
Vice President

CHARLES W. MILLER
Secretary
H. B. DIERDORFF
Superintendent



MAIN OFFICE & WORKS ON EAST FIRST AVE
COLUMBUS, OHIO,
U.S.A.

CABLE ADDRESS
JEFFREY COLUMBUS
USE A.B. C. CODE SYSTEM
WESTERN UNION CODE
LEADER'S CODE
ATLANTIC CABLE CODE

DICTATED

Jeffrey Manufacturing Co.
MILN. STEEL, L. L. L. STEEL, WROUGHT AND SPECIAL

COAL DRILLS
COAL MINING
MACHINES
MOTOR CARS
SCREENS & C.

SPROCKET WHEELS
ELEVATOR BUCKETS
BOOTS, SHAFTING
PULLEYS, HANGERS & C.

NEW YORK BRANCH 41 DEY ST

DENVER BRANCH 543-544 EQUITABLE BLDG

CHAIN BELTING

ENGINEERS
FOUNDERS
& MACHINISTS

ELEVATING & CONVEYING ELECTRIC AND AIR POWER
MACHINERY COAL
HILLS MINING SUPPLIES MINING PLANTS
WIRE CABLE CONVEYORS
COAL WASHING MACHINERY

Address all communications to the Company, *Columbus, O. U.S.A.*

Columbia Phonograph Company,
Tribune Building, New York.

Gentlemen:-

We are very glad, indeed, to give you an unqualified recommendation for the Commercial Graphophone made by your Company. We have ten or twelve of them in use in our office and have found them a great convenience. The saving of time is, in the writer's opinion, the most valuable point in their favor.

The writer has had one of the machines on his desk for over two years and has had no trouble with it whatever. We expect to use more of them in the future.

Yours truly,

THE JEFFREY MANUFACTURING CO.

W. B. Dierdorff

Our claims that the Graphophone is a money-maker because it is a time-saver, is here backed up by one of the largest manufacturers in the Central West.

TELEGRAMS: "ALCONAK, BERLIN."
TELEPHONE AMT. 5767.

WESTERN UNION CODE

JAMES HARRIS VICKERY,
Counselor at Law,
EQUITABLE BUILDING,
BERLIN.

HOLLS, WAGNER & BURGHARD,
General Solicitors,
120, BROADWAY, NEW YORK.

DICKERSON, BROWN & RAEGENER,
Counsel in Patent Cases,
141, BROADWAY, NEW YORK.

*Chambers, Equitable Building,
59/60, Friedrich-Str.*

Berlin, W. S.
April 27th. 1904.

Messrs. THE COLUMBIA PHONOGRAPH Co.,
71, Ritter Strasse,
Berlin, S.W. 68.

Gentlemen:-

It gives me pleasure in response to your inquiry to state that the commercial Graphophones purchased from you have proved satisfactory in every particular, indeed, I can say that they have become simply indispensable. My practice is that of a general lawyer in a foreign country, so that the range of work includes both general and technical dictation in several languages. I cannot do better perhaps than to sum up the experience of the last two years. Your machines have rendered me independent of stenographers, have made it possible for me to change from one language to another at pleasure, have enabled me to chose my own hours of work without reference to the wishes of the office staff, and finally have proved quite as accurate as stenographers besides being twice as economical.

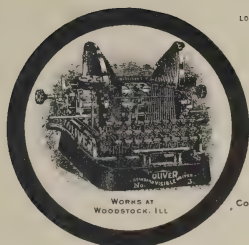
I owe you, moreover, an especial debt of gratitude for the ease with which I am now able to do my literary work. The translation of a German statute, or the dictation of an article, can now be done during the morning hours at home, or in the office after the close of the day's work, when no one is present to interrupt. Many of my German colleagues, who have seen it in my office, have expressed their admiration of the machine and adopted it.

With renewed thanks I remain,
Very truly Yours,

CVH.

J. H. Vickery

Here's a good word from Germany. As a linguist the Graphophone has put the college graduate into Class D.



LONG DISTANCE TELEPHONE
CENTRAL 2965.

Cable Address, Typol. Chicago

THE OLIVER TYPEWRITER COMPANY

MANUFACTURERS OF

The **OLIVER**
Typewriter.

GENERAL OFFICES
CORNER WABASH AVE. AND MONROE STREET

BRANCH OFFICES

NEW YORK
CHICAGO
BOSTON
PHILADELPHIA
WASHINGTON
BALTIMORE
ST. LOUIS
KANSAS CITY
DENVER
CLEVELAND
PITTSBURGH
BUFFALO
MINNEAPOLIS
PRINCIPAL FOREIGN OFFICES
LONDON
REPRESENTATIVE AGENCIES
AT ALL IMPORTANT PORTS

CHICAGO. April 15, 1904

The Columbia Phonograph Company,

John H. Dorian, Manager,

Chicago, Ill.

Gentlemen:

In response to your request for information as to the satisfaction we are deriving from the use of commercial graphophones in sundry departments of this business we beg to express hereby our cordial approval of your device as well as its many advantages for correspondence and other purposes.

We are using the Columbia Commercial Graphophone to a greater or less extent in our General Offices at Chicago and throughout our Branch Office Organization and always with complete satisfaction.

So far as the writer personally is concerned, he would not know what to do if deprived of his graphophone. We find that the great saving is not only in the actual time of the operator but more particularly in the time of the dictator which is necessarily the most valuable.

Another very important advantage of the graphophone for our work is when dictation outside of office hours is necessary or during the lunch hour when typists are out of the office.

We wish you the success which your enterprise and your product so well deserves.

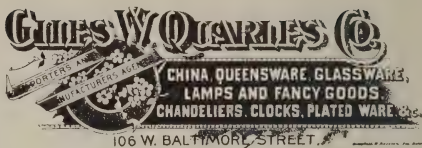
Yours very truly,

THE OLIVER TYPEWRITER COMPANY.

Oliver Dorian

Asst Gen'l Manager

As the Oliver people intimate, when the stenographer is miles away and the "thought comes," the Graphophone is Johnny-on-the-Spot.



Baltimore _____ 9/27/1890 _____

Columbia Phonograph Co.,

Tribune Building, New York.

Gentlemen:-

We have been using your machine for the last twelve years, and find it to be satisfactory in every particular. We are very much pleased with the manner in which we can now handle our mail, as it saves us a great deal of time in so doing. It is a great saver in time, as well as a great convenience in the mode of dictating letters, and is soon recognized by those who have used it, as a valuable adjunct to their office force.

Yours truly,

Dist.

J. T. G.

Twelve years of constant use and not a word of complaint! The address of the Graphophone is "Tribune Building, New York."

CABLE ADDRESS "BATESBOOT"



MEMBERS OF NATIONAL BOOT AND SHOE
MANUFACTURERS ASSOCIATION

A.J. BATES COMPANY SHOE MANUFACTURERS.

DIRECTORS.

A. J. BATES
E. A. BATES
F. J. BEARS
W. A. TAYLOR



OFFICES.

N.Y. DOWNTOWN, 176 DUANE ST.
N.Y. UPTOWN, 31 W. 23RD ST.
BOSTON, 183 ESSEX ST.
CHICAGO, 147 5TH AVE.
LOUISVILLE, URBAN BLDG.

WESTER, MASS., September 9, 1907.

Columbia Phonograph Company,
Tribune Building, New York.

Gentlemen:-

If every busy business man could realize what a joy and comfort it is to be able to pick up a tube from his desk and talk to his customers, or give his orders to department heads, at the same speed that he would talk with them, face to face, you would sell every business man your Commercial Graphophone, even though the price were twice what you charge for it - even though the cost of transcribing his talk and the expense of maintaining this system, were many times in excess of what it is.

I am a nervous man. It used to make me fidget to have a girl at my elbow taking dictation, unconcernedly making pictures on her note book while I was frantically groping around for the right word to use when dictating a letter.

Every user of the Commercial Graphophone is independent; he can talk as fast as he likes, and when he likes, and is never asked to "repeat that please."

We have used your system for several years in our offices, and I could get along without my desk better than I could without my graphophone.

In closing, I wish to congratulate you upon having in your organization department heads who are so willing and courteous, and I confidently expect to see the day when every hotel writing room of any size, in the country, has as a part of its equipment, a commercial graphophone.

With kind regards, I am,

Yours very truly,

A. J. BATES CO.



W. A. Taylor
Secretary

Read this from an enthusiastic shoe manufacturer and bear in mind that our address is plainly printed on the title page.

W. Herman Roth
Jaybe E. Brown
William L. Hall

CABLE ADDRESS
POOLE & BROWN, CHICAGO.
ABC CODE 4710.
TELEPHONE CENTRAL 1225.
AUTOMATIC 4227.

POOLE & BROWN
Attorneys & Counsellors.
Suite 808 Marquette Building.

Washington Office
315 F. Street, N.W.

PATENTS,
COPYRIGHTS,
TRADE MARKS,
CORPORATIONS.

Chicago, Ill. October 1st, 1906.

Columbia Phonograph Company,
#88 Wabash Avenue,
Chicago, Ill.

Gentlemen:--

You have asked us for information with regard to our experience in the use of Commercial Graphophones, and we desire to reply as follows:--

We have had five of the Commercial Graphophones in use now for about five years, and as a result of our experience we would not consider for a moment the project of returning to the use of stenographers. We employ the machines not only for the dictation of ordinary correspondence, and legal papers of all kinds, but also in the preparation of specifications for Letters Patent involving the description of intricate mechanism and technical terms.

A great advantage gained in the use of Graphophones is that one has the machine always at hand for instant use, or for use for a short time only at frequent intervals as, for instance, in preparing briefs and in consulting law books, one may dictate short abstracts or memoranda from time to time as the desired information is obtained in reading authorities, with the result that the desired work is quickly done without the necessity of frequently calling in a stenographer or wasting the time of a stenographer as would result should the stenographer be kept constantly in the room and given a small amount of dictation from time to time.

Moreover, the Graphophone is always at hand for work at night, on holidays, or outside of office hours, so that dictation can be done in the office at any time without making arrangements for the presence of a stenographer at unusual hours.

We find that with the use of five graphophones and two typewriter operators for transcribing, more work can be done than was previously accomplished by the regular employment of three stenographers. The annual expense of maintenance is not as great as that of any standard typewriting machine, while the cost of dictation to the cylinders is less than that of stenographers' notebooks and lead pencils. This has resulted in a very decided saving in our office expenses.

Yours very truly,

POOLE & BROWN

B.
M.

The leading attorneys of Chicago find the Graphophone an amanuensis that really understands legal phraseology---and, what is better still, cheaper to operate than the ordinary writing machine.



MAIN OFFICE
111 BROADWAY
NEW YORK

NILES-BEMENT-POND COMPANY. MACHINE TOOLS.

BOSTON OFFICE,
144 PEARL STREET.
BOSTON.

Columbia Phonograph Company,
Commercial Graphophone Dept.,
Tribune Building, New York.

Gentlemen:-

This Office has been using two (2) of your Columbia Graphophones, in the dictation of our mail and the carrying on of our business here, for the last six years and we find the Commercial Graphophone an indispensable adjunct to our office equipment.

We would recommend these instruments to anybody wishing to economize on their correspondence expense account.

Very truly yours,
NILES-BEMENT-POND COMPANY,

Dict. to Graphophone
by C. H. K.

The manufacturer, busiest of all busy men, finds the Commercial Graphophone as indispensable as his order book.

CHAMBERS
CIRCUIT COURT
SECOND JUDICIAL CIRCUIT,
WISCONSIN.

WARREN D. TARRANT, JUDGE.

Milwaukee, Sept. 14, 1907.

Columbia Phonograph Company,
Tribune Building,
New York.

Gentlemen:

I find the new Graphophone, running on current, which you have just installed in my office in the Wells' Bldg., to be very satisfactory. I am now using six talking machines in my general and court reporting work, and wish to say to you that without the aid of the machine I would not be in the shorthand business at all. The talking machine is of greater assistance to the reporter than the typewriter; and I would rather go back to making transcripts in longhand, with a pen, if I could have the Graphophone; than to have the typewriter and no Graphophone.

I make this statement after an experience of many years in the use of talking machines as a means of getting transcript.

The Graphophone just about doubles the reporter's capacity for work, and makes it twice as easy,

Yours sincerely,

Harry D. Loew

Official reporter, Second Judicial Circuit.

Columbia Phonograph Company Gen'l

Sole Sales Agents for the

AMERICAN GRAPHOPHONE COMPANY

Offices where Commercial Graphophones are Sold

NEW YORK,	Columbia Floor, Tribune Building
CHICAGO,	88 Wabash Avenue
PHILADELPHIA,	1109 Chestnut St.
ST. LOUIS,	908 Olive St.
BOSTON,	64 Tremont St.
BALTIMORE,	222 West Lexington St.
CLEVELAND,	Cor. Euclid Ave. and Erie St.
BUFFALO,	568 Main St.
SAN FRANCISCO,	526 McAllister St.
PITTSBURG,	636 Penn Ave.
CINCINNATI,	19 W. Fourth St.
NEW ORLEANS,	628-630 Canal St.
DETROIT,	242 Woodward Avenue
MILWAUKEE,	413 Grand Avenue
WASHINGTON,	1212 F. St., N. W.
MONTREAL, QUE.,	74 St. Catherine St., West.
NEWARK,	10 Academy St.
TORONTO, ONTARIO,	107 Yonge St.
LOUISVILLE, KY.,	624 Fourth Avenue
MINNEAPOLIS,	13 Fourth St. South.
INDIANAPOLIS,	48 N. Pennsylvania St.
ST. PAUL,	386 Wabasha St.
KANSAS CITY,	1016 Walnut St.
ROCHESTER, N. Y.,	38 South Ave.
DENVER,	505-507 Sixteenth St.
OMAHA,	1621 Farnam St.
LOS ANGELES,	347 S. Main St.
MEMPHIS,	South Main St.
SCRANTON,	228 Lackawana Avenue
PORTLAND, ORE.,	371 Washington St.
ATLANTA,	32 Whitehall St.
SEATTLE, WASH.,	1311 First Avenue.
BRIDGEPORT, CONN.,	986-988 Main St.
NEW HAVEN, CONN.,	25 Church St.
SPRINGFIELD, MASS.,	266 Main St.
SALT LAKE CITY,	327-329 South Main St.
TOLEDO, OHIO,	233 Superior St.
DALLAS, TEXAS,	315 Main St.
WILMINGTON, DEL.,	N.E. Corner 8th and Market Sts.
PROVIDENCE, R. I.	119 Westminster St.

LONDON

89 Great Eastern St. E. C. 64-66 Oxford St. W

Graphonotes

FOR NOVEMBER NINETEEN-SEVEN

NOW IT'S SUN-UP



HE bubble of inflation and hysterical speculation has been pricked. A new Business Era is dawning. ¶ The foundation of the Nation's financial institutions has been found to be as solid as the rock of Manhattan itself. ¶ The storm came. It has practically blown away only a few dead Autumn leaves. The storm has died down for good. Not one brick of the sky-line is missing. ¶ The nations of the world look on. American financial, commercial and manufacturing institutions have been tried by fire and cyclone. The soundness of our business enterprises is now demonstrated to be a certainty. ¶ A New Era of National growth and Prosperity, infinitely greater, and more solid than ever before, is clearly before us. ¶ The institutions that deserve it, will share it.

THE WANAMAKER STORE

¶ Graphonotes passes the words of the world's greatest Merchant Prince to you as its November editorial message.

Published by the Commercial Graphophone Department
COLUMBIA PHONOGRAPH COMPANY
Tribune Building Graphophone Floor New York City

Graphonotes

Each day brings its petty round of irritating concerns and duties. Play you the man. Do what is to be done with laughter and happiness. Let cheerfulness abound with industry and count that day worth while in which you have accomplished that which makes for the betterment of your fellows



Published by the Commercial Graphophone Dept.
COLUMBIA PHONOGRAPH CO.
TRIBUNE BUILDING NEW YORK CITY



Graphonotes for November



The Value of the Graphophone

IN the "Talking Machine World" recently appeared the following:

"The striking popularity of the Commercial Graphophone with corporations having much correspondence is well illustrated by the order just received from Sears, Roebuck & Co., Chicago, calling for 1,000 blank records to be delivered every month for the use of the 300 Graphophones employed by the company. When you realize that each record has a capacity of eight average letters and that it can be shaved at least 100 times, thus in reality giving each record a capacity of 800 letters, some idea can be gathered as to the immense amount of correspondence handled by that firm."

Statistics are pretty dry reading, yet it may prove interesting to some of our readers, especially correspondents and letter inspectors, to know something of the quantity of correspondence handled by means of the Commercial Graphophone throughout the house, and some of the lesser known details of this work.

In the matter of quantity, there have been over 56,000 lines transcribed in a single day in Department 159 from Graphophone dictation; nearly six miles of typewriting, were these lines placed end to end; covering 232 square feet of cylinder surface.

An interesting feature of Graphophone work is the shaving of the cylinders, which is done in Department 209 on the third floor of the Administration Building.

An electrically driven shaving machine running at high speed revolves the cylinder while a small sapphire knife passes quickly over its length, paring a minute shaving from its surface, just deep enough to cut off the threads of the previous dictation.



Graphonotes for November



Seven hundred and fifty cylinders have been shaved in a single day, and if the reserve machine were operated also, a capacity of between sixteen and eighteen hundred cylinders per day is possible.

Broken cylinders and shavings are preserved, as the wax has a market value about equal to that of lead.

Of the ninety Graphophone operators, a large percentage have been promoted from other lines of work in various departments, where they have learned to use the typewriter, and trained as Graphophone operators.

Owing to the fact that these operators learn to use the typewriter through *ambition*, and later become Graphophone operators for the same reason, they are always among the best in the department. This is especially true of high speed typists, who soon command good salaries at this work.

Graphophone work is less nerve racking than stenography on account of the lesser responsibility which devolves upon the operator.

If the cylinder which she is transcribing is not distinct, the operator can move her reproducer back and listen over again as many times as she pleases. If she cannot get it, it is no fault of hers; the responsibility for poor dictation naturally resting with the correspondent.

The stenographer, however, cannot "listen back" over her notes, and if she cannot read them it is not the correspondent's fault.

For this reason the nervous strain on a stenographer, especially a beginner, is much greater than on a Graphophone operator.

The old cry that Graphophone transcribing causes ear trouble has long since been exploded. Physicians use the Graphophone in treating the ears, and it is the belief of many that Graphophone work, rather than causing deafness, renders the hearing more acute.



Graphonotes for November



The Value of a Minute

The claim of Graphonotes that the Commercial Graphophone is a time-saver carries with it the strong argument that it is a money-saver—and *Fifty per cent. at that*. Some one with a fondness for calculation has figured it out that a minute is a pretty good asset for the business man to reckon with. In answer to the question, "What is a minute worth?" he has given us this to think about:

The 20th century minute is often worth millions of dollars, and is paid for in good hard cash.

The New York Central system is spending \$70,000,000 to facilitate traffic six to eight minutes on each train. In other words, it is paying \$6,000,000 to \$8,000,000 a minute.

It cost Harriman's stockholders \$250 a minute to bridge Salt Lake.

The Chicago & Northwestern is laying out \$20,000,000 to save 20 minutes a day.

The union depot at Boston facilitates traffic several minutes at a cost of \$3,000,000 a minute.

Every tick of the clock means \$25 to John D. Rockefeller.

Judge Landis was getting five cents a minute when he fined the Standard Oil Co., \$29,240,000.

John Miller, the Standard's lawyer, was getting \$280 a minute to Judge Landis' five cents.

The "hello" girls used to say, "Number, please." The "please" was cut out. The telephone companies estimated that the time taken by the operators in speaking that word "please" aggregated 642 hours a day—a too expensive courtesy.

Just bear in mind that the Commercial Graphophone will clip more minutes off the time you have in which you *must* do your work than any machine that you could install to help you out.

Our address is printed on the outside cover.



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Win

When errors are many and praises are few,
And dictation is measly as sin,
Remember, my girl, it won't pay to get blue,
Keep pounding away till you win.

When a dictator tells you your work is no use,
And raises a horrible din;
Remember that nothing is gained by abuse:
Try harder still, and you'll win.

When confronted you are by some horrible stuff,
That sounds like the scratch of a pin;
Smile and be happy, perhaps it seems rough,
But good nature is certain to win.

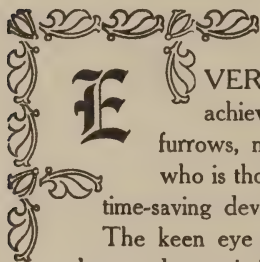
And always remember, wherever you are,
Bear in mind that through thick and through thin,
That honey is sweeter than vinegar far:
Have this for your motto, and win.



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How London is Getting Along



VERY good bit of business is not achieved by working in the ordinary furrows, neither should the business man who is thought to be panting for the latest time-saving device attach one's sole attention. The keen eye sees good business in unlikely places and an optimistic spirit makes repeated attacks to obtain it, appear the most reasonable of business tactics.

One of the most conservative of British Banking Houses is about to use the Commercial Graphophone. A keen scent for business plus optimism proved a winning combination. "Messrs. ——— to use the Office G.! Stagger my timbers, then anything is possible," said an incredulous individual.

What is to be done with the "sine die" business man—the one who cannot make up his mind whether he should buy the Commercial Graphophone? We go at him with talk something on this line: "It will save your time."

"Yes, I agree with you."

"It will slip a mass of correspondence through for you that is a wearing daily strain."

"Quite so."

"By increasing the productiveness of your staff it will enlarge your bank account."

"Yes, that certainly follows."



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Yet he remains statu quo.

"Your Mr. ——— was here yesterday."

"O yes, did he satisfy the boss?"

"Rather, and didn't he just talk straight!"

"Did he, though; why was that?"

"Well, the boss would persist in working the Commercial Graphophone in his own way, with the result that an eviction was imminent. Then the straight talk saved the situation! It was just the right thing. What about the order? It's coming along, old boy. The 'word in season' is not always given by the Commercial Graphophone salesman in 'honeyed tones.' In this case the 'straight tip' was the only way to success."

We are making a good journey. The Delectable Mountains of Success are in sight. It's a grand country.

EVERY employe pays for superintendence and inspection. Some pay more and some less. That is to say, a dollar-a-day man would receive two dollars a day were it not for the fact that some one has to think for him, look after him and supply the will that holds him to his task. The result is that he contributes to the support of those who superintend him. Make no mistake about this: incompetence and disinclination require supervision, and they pay for it and no one else does. The less you require looking after—the more able you are to stand alone and complete your tasks, the greater your reward. Then, if you can not only do your own work, but direct intelligently and effectively the efforts of others, your reward is in exact ratio, and the more people you can direct, and the higher the intelligence you can rightly lend, the more valuable is your life. ELBERT HUBBARD.



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Sparks from the Manager's Wire

MANAGER Langsford of Boston writes cheerfully of the awakening of Massachusetts to the proper appreciation of the Commercial Graphophone:

In competition, we have sold a Graphophone equipment to the Massachusetts Commission for the Blind. This Commission is buying the Graphophone and instructing blind operators how to become proficient in typewriting from dictation and the success they are having is remarkable. The Graphophone, opening up as it does for the blind a new field of occupation as typewritist either from rapid or slow dictation, is an event worthy of more than passing thought. Since the blind have been made to realize the value of the Graphophone, why do you, Mr. Unbeliever, further postpone granting us permission to show you without any expense, how you can better your work?

Baird-North Co., the well known mail order jewelry house of Salem, have outgrown their facilities in the Old Witch City, and are moving to Providence, R. I., where they will occupy their own new building. Their order, placed with us to-day, for eight Commercial Graphophones in addition to the first installment of six machines which they bought on suspicion last winter, is conclusive proof that they are getting more than expected from the Commercial Graphophone.

From Buffalo, Manager Chipp sends in a new one



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that may open the eyes of the other offices to a new field of possibilities. Chipp says:

"Here is a new one for you. I have a client using the Commercial Graphophone for recording and reproducing Spirit voices, and the quality of the voice seems to be quite materialistic. The man is very serious in the matter and is pretty well satisfied with results so far obtained.

"Here is a hint for the Company: I think that genuine angel records, with attestation of Gabriel, ought to make a great hit. If we can record the voices of Spirits, why cannot we get a record of the angels' songs?"

Manager Parsons of the Chicago office, very much alive and on record as always having something doing, has sent in an experience that tells what the Commercial Graphophone means in dollars and cents to the man who uses it. A prospective customer who wanted to be shown, was taken to one of the largest users of the Commercial Graphophone in the country. In writing of this, Mr. Parsons said:

"After quite a talk at my desk, I suggested that we look around on the outside, proposing that we go to the house of Sears, Roebuck & Co. This suggestion seemed to meet with favor, and we lost no time in putting it into execution.

"On the way out we met Mr. Burroughs, the head of that department using the Graphophones, and after a few pleasant words, we were passed on to the offices of this great mail order house, and it so happened that in the lobby of the Administration Building, we



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encountered Mr. Bunn, the General Office Manager. He took occasion to deliver quite a lecture on the subject of Commercial Graphophones and their advantages to his house. Among other things, Mr. Bunn said that he saved *two cents* on each letter going to the Graphophone; that is, the same letter would cost *two cents more if handled in the stenographic way*.

"Let us see what this means. Not less than four thousand letters a day go through the Graphophone; four thousand letters multiplied by two would make eight thousand cents. If we figure three hundred working days to the year, Sears, Roebuck are saving \$24,000.00 a year on their Graphophone plant.

"This saving represents the actual amount in the run of one year, and, of course, means a net saving, from which has been deducted all charges, except the original cost of the Graphophones, which, figured roughly, amount to about \$10,000.00. Estimating that this plant must be replaced once every ten years, we have a fixture cost of a thousand dollars a year, leaving a net saving of \$23,000.00 a year on Graphophone system.

"If you will figure this back to the man who uses only one transcriber, having not enough for two and too much for one, buys a small Graphophone plant costing about \$180.00. He has only a hundred letters a day, his saving will amount to at least two dollars a day, or \$12.00 a week, \$48.00 a month, or \$576.00 a year, or a saving of more than three times the cost of the Graphophone every year.

"This is figuring up and down the hill, also 'on the level.'

"Think it over."



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A Message from the Girl Who Knows

TO My Sister who pleads that the pad and pencil is the only way to take dictation, greeting!

I used to be one of you, but the Commercial Graphophone salesman who smiled at me when I said, "I will never, never learn to use that thing; so there!" picked up the tubes and rattled off the stuff on the cylinder so easily that it "got my goat," as our office boy used to say.

I had struggled and fought against it, but deep down in my heart I *knew* I was wrong and that the Graphophone was right. It was a time saver, an instrument marking progress, and I knew that if I did not get on the band wagon I would either be run over or swept aside.

So I got on.

My employer was one of the busiest men in New York. He was the president of a tremendous organization, a director who really directed in two others, and was vice-president of a bank—not the kind of a vice-president whose duties end after his name is lithographed on the letterhead, but the kind who wants to know, who has to be shown. He welcomed the Graphophone with all the enthusiasm he could command. I had learned to take warning from his moods and when I saw the Graphophones installed I knew that there *must* be something good in them, or he never would have invested. Well, to make a long story short, I learned to take Graphophone dictation in about two days. I began to like it—I began to get speedier with the typewriting machine. My employer found that he could dictate while I was at lunch. I could do the little odds and ends of work around the office while he was dictating. In fact, nothing ever cleared up the atmosphere of an office the way that



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blessed Graphophone did. Where we were pressed for time and had to work long and heavy overtime hours, we clerks had the chance to go home and have an evening with the family, not feeling as if we had tramped in a treadmill all day, but happy and cheerful.

And instead of robbing me of my position it has not only made it surer for me, but has nearly doubled my salary, as I have more time now for other duties and am more valuable.

And now, one more thing, girls, the Graphophone is going to help the world to better things. Identify yourself with it and you will "get there" a whole lot faster than if you "lay down" and cry when your firm decides to become up to date.

MARY SINCLAIR.

Ingalls to Rescue of Stenographers

From Cleveland comes this pointed testimony from a man who knows and who uses the Commercial Graphophone because it does for him what it will do for you.

A. S. Ingalls, assistant general superintendent of the Lake Shore Railroad, has used a Graphophone in giving dictation ever since he first held a railroad position of responsibility, which, although Mr. Ingalls is still a young man, was some time ago.

"The little women stenographers throughout the country, and particularly those in railroad offices," Mr. Ingalls is quoted as saying, "get too much blame for mistakes that are not their fault. It is an easy matter for one to think that he dictated a letter or an order to a stenographer in a certain way, when he didn't. I want to take the blame for any errors that I make rather than put them on some stenographer. It is for that reason that I give dictation to a Graphophone. Then in case of error the blame goes where it belongs."

Long Distance Talking

I AM a court stenographer and for four years have been using the Columbia Graphophone. It is one of the best labor-saving devices of the century. It is never weary,—its capacity and receptivity, unfailling. It does not talk back without permission, nor does it feign to be shocked at expressions not usually heard in polite conversation. To it I confide the profundities and whimsicalities I hear each day in court. These in turn it imparts to my operator, who renders its whispers and murmurs into legible characters. But there is another use to which I have put it. One of the companions of my youth, a fellow soldier of the Old Army, as we love to call it, has his home on the Pacific Coast. To him I desired to send a communication which I did not wish to write with pen and ink, nor yet to spell out on the typewriter. I therefore spoke my message into the Graphophone, and sent the cylinder in a mailing box to San Francisco, where my old time companion in arms was on duty. It reached him, and in good time there came back his acknowledgment in these words:

"I took the Graphophone cylinder bearing your message to the office of the Columbia Company, and when it was put upon the machine I had as clear, distinct and audible communication by voice from you as though you had been immediately near. When the local manager showed me how he talked his correspondence, at his convenience, for production typewritten, I could not but envy him the use of it, and I wish the Government would allow me the same in my busy office."



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The little box containing the cylinder bearing its almost imperceptible record had traversed the breadth of the Continent, and in the far-off City by the Golden Gate had repeated the words impressed upon it in Brooklyn. But that was before the earthquake, and the fire which followed, so that the cylinder is among the things that were, while the words of affectionate friendship and reminiscence remain an enduring memory.

We have had three machines in the office since March, 1902; the machines have been in constant use, have given the best of service during the five and one-half years we have used them, and I would just as soon consider giving up typewriters as the Graphophones. The cost of repairs has been slight (not to be compared with the cost of stenographic note books and pencils for stenographers), and they have been made without inconvenience, the Company you represent sending machines to use while our machines were out of service.

One does not fully appreciate the Graphophone until for some reason or another he is obliged to go back to the old-fashioned method of dictation—the annoyances of being constantly on guard to avoid going too fast, being broken constantly and forced to repeat to enable the stenographer to catch up, etc., are some of the inconveniences of the old style. Being able to dictate at any time, regardless of other work which the stenographer may be doing, is the biggest advantage in favor of the new style—around a railroad everyone is generally rushed; the stenographer has work which must be gotten out right away, and cannot stop to take



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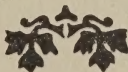


dictation; again, it may have been necessary to have been away from the office for a day or two; it is necessary to work far into the evening to get rid of important mail preparatory to going away again on a morning train—what is more convenient than to have a willing servant to stay as long as you please, without feeling that he is being imposed on or overworked, that you could have arranged otherwise if you cared to, etc., etc.?

The disadvantages of the Graphophone are minor, and are being gradually overcome; the greatest trouble that I have found has been imperfect cylinders, making it hard for a stenographer to catch dictation. They are dirty, to a certain extent. The advantages, however, to my mind, far outweigh the disadvantages. The dictator can double the work by using the Graphophones; the stenographer, it seems to me, can do at least one-third more.

There are so many things in connection with this, the subject is so broad, perhaps I have not given information on the point you desire to bring out; if so, ask me as many questions as you please, and I will be glad to answer.

J. E. NORCROSS.



Columbia Phonograph Company Gen'l

Sole Sales Agents for the
AMERICAN GRAPHOPHONE COMPANY

Offices where Commercial Graphophones are Sold

NEW YORK,	Columbia Floor, Tribune Building
CHICAGO,	88 Wabash Avenue
PHILADELPHIA,	1109 Chestnut St.
ST. LOUIS,	908 Olive St.
BOSTON,	164 Tremont St.
BALTIMORE,	231 N. Howard St.
CLEVELAND,	Cor. Euclid Ave. and Erie St.
BUFFALO,	568 Main St.
SAN FRANCISCO,	526 McAllister St.
PITTSBURG,	636 Penn Ave.
CINCINNATI,	117-119 W. Fourth St.
NEW ORLEANS,	628-630 Canal St.
DETROIT,	272 Woodward Avenue
MILWAUKEE,	413 Grand Avenue
WASHINGTON,	1212 F St., N. W.
MONTREAL, QUE.,	374 St. Catherine St., West
NEWARK,	10 Academy St.
TORONTO, ONTARIO,	107 Yonge St.
LOUISVILLE, KY.,	624 Fourth Avenue
MINNEAPOLIS,	13 Fourth St. South
INDIANAPOLIS,	48 N. Pennsylvania St.
ST. PAUL,	386 Wabasha St.
KANSAS CITY,	1016 Walnut St.
ROCHESTER, N. Y.	111 Main St., East
DENVER,	505-507 Sixteenth St.
OMAHA,	1621 Farnam St.
LOS ANGELES,	347 S. Main St.
MEMPHIS,	91 South Main St.
SCRANTON,	228 Lackawana Avenue
PORTLAND, ORE.,	371 Washington St.
ATLANTA,	43 Peachtree St.
SEATTLE, WASH.,	1311 First Avenue
BRIDGEPORT, CONN.,	986-988 Main St.
NEW HAVEN, CONN.,	25 Church St.
SPRINGFIELD, MASS.,	266 Main St.
SALT LAKE CITY,	327-329 South Main St.
TOLEDO, OHIO,	233 Superior St.
DALLAS, TEXAS,	315 Main St.
WILMINGTON, DEL.,	N. E. Corner 8th and Market Sts.
PROVIDENCE, R. I.	
LONDON	
89 Great Eastern St. E. C.	64-66 Oxford St. W.

